



**To strengthen** California's commitment to reduce the amount of solid waste entering its landfills, State agencies and facilities are required by AB 75, (Strom-Martin, Chapter 764, Statutes of 1999) to meet a waste diversion goal of 50 percent by 2004. State agencies and large State facilities were required to submit an Integrated Waste Management Plan (IWMP) to the California Integrated Waste Management Board showing how they would meet the diversion goals of 25 percent by 2002 and 50 percent by 2004. State agencies and large State facilities also must submit annual reports showing how they are meeting these goals.

The Board created the State Organization and Agency Recycling Database (SOARD) to track all of the information in the IWMPs and annual reports submitted by State agencies and large State facilities. The purpose of this workshop is to:

- Teach recycling coordinators how to use SOARD.
- Provide tools that help document data that is entered into SOARD.
- Help State agencies and large State facilities work together toward a common goal of increased waste diversion at State facilities.

## Workshop Agenda

- Welcoming remarks
- Overview of AB 75
- Annual reporting
  - Passwords
  - How to find the SOARD system
  - How to use the SOARD system
- Overview of submitted annual reports
- Record keeping/supporting documentation
- Breakout session

## Workshop Dates and Locations

Workshops are being organized to provide information to similar audiences. The workshop dates, locations and audiences are as follows:

Date	Location	Audience
December 2, 2002	Health and Welfare Data Center*	State Agencies
December 3, 2002	Health and Welfare Data Center*	Community Colleges California State Universities
December 4, 2002	Los Angeles Sanitation District Office**	Large Facilities/Institutions
December 6, 2002	Los Angeles Sanitation District Office**	Community Colleges California State Universities
December 9, 2002	Cal/EPA Building***	State Agencies
December 10, 2002	Cal EPA Building***	Large Facilities/Institutions

All workshops are FREE of charge and will be held from 8:30 a.m. to 3:00 p.m.

\* **Health and Welfare Data Center**  
9323 Tech Center Drive  
Sacramento, CA  
[www.training.ca.gov/directions.asp](http://www.training.ca.gov/directions.asp)

\*\* **Los Angeles Sanitation District Conference Room**  
1955 Workman Mill Road  
Whittier, CA  
[www.lacsd.org/jao.htm](http://www.lacsd.org/jao.htm)

\*\*\* **Cal/EPA Building**  
1001 I Street, 2<sup>nd</sup> floor  
Sacramento, CA  
[www.ciwmb.ca.gov/BoardInfo/Location/](http://www.ciwmb.ca.gov/BoardInfo/Location/)

If you have questions regarding any of the above information call (916)341-6275.

## Registration Form

The registration form must be **received no later than one week** prior to the workshop you will be attending.

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

State Agency \_\_\_\_\_

Large State Facility \_\_\_\_\_

Address \_\_\_\_\_

City, Zip Code \_\_\_\_\_

### Workshop Dates

December 2, 2002  
December 3, 2002  
December 4, 2002  
December 6, 2002  
December 9, 2002  
December 10, 2002

Submit completed form either by:

**E-mail** [jhartwel@ciwmb.ca.gov](mailto:jhartwel@ciwmb.ca.gov)

**Web** [www.ciwmb.ca.gov/StateAgency/](http://www.ciwmb.ca.gov/StateAgency/)

**Fax** (916) 319-7662

**Phone** (916) 341-6275

**Mail** California Integrated Waste Management Board  
State Organization Facility Assistance Section  
(MS-23)  
1001 I Street  
P.O. Box 4025 (mailing address)  
Sacramento, California 95812-4025



**Presented by**  
The California Integrated Waste Management Board's  
State and Local Assistance Branch